

2023-2024

TORAH HIGH STUDENT HANDBOOK





Torah High School Philosophy

The mission of Torah High School of San Diego is to prepare students for a lifetime of learning, spiritual growth, and community responsibility as Jews. Our goal is to provide students with an outstanding Torah education and an excellent college preparatory secular education in a warm, nurturing environment that produces commitment to Torah and observance of mitzvot.

Students are encouraged to think critically, to grow spiritually and intellectually, to strive for excellence in academic studies, and to maintain the highest standards of moral and ethical behavior.

Message from the Administration

Dear Parents and Students,

Welcome to the 2023-2024 Torah High School. We want this year to be a wonderful learning and growing experience for you. Our goal is to make your years at Torah High as meaningful and enriching as possible.

Please review this handbook. Parents and/or students are welcome to make an appointment to discuss any questions or concerns that may arise. We are here for you and take pride in our reputation of a school that really cares. The guidelines in this handbook will help ensure that our school runs smoothly and efficiently.

Please mark your calendar for our Back to School Night on Wednesday, August 30th at 7:00 P.M. We hope to see you there!

We are looking forward to another incredible school year.

Sincerely,
Rabbi Michoel Peikes
Dean

Dr. Alexandra Michaels
Assistant Principal

School Policy and Procedures

Ethics / Achdus (Unity):

“Midot” character development is a central component of a Torah education. Students are expected to treat all staff members with respect at all times. Students are also expected to treat each other with mutual respect and understanding. Moral integrity and respect are as much a focus of the school as academic achievement.

Student Attendance:

Daily attendance is essential and mandatory. **Parents** must call or email the school office before 9 a.m. on each day a student will be absent or tardy. Failure to do so will result in an unexcused absence.

If a call is not received explaining the absence, it will be noted on our records as an unexcused absence. An unexcused absence will lower your grade. Each teacher will explain their class grading system during the first week of class.

It is the student’s responsibility to make sure that she has received all assignments and work for the day(s) that she is absent. In the event of an emergency, parents may arrange with the school office to pick up assignments.

Students who are absent and would like to participate in remote learning must get clearance from a Torah High administrator. In the event that a student unexpectedly cannot come to school and wants to participate in remote learning, she should call the school by 9 a.m. to obtain permission and ensure that any remote learning information and connection details are accurate.

Arrival:

Students parking in the structure will enter campus through the back entrance, directly from the top floor of the parking structure. Students being dropped off will use the main entrance from the Beth Israel parking lot off of Golden Haven Dr.

Dismissal:

Students can be picked up from the Beth Israel parking lot. Students who drive themselves will exit through the back entrance and proceed straight to the parking structure.

Planned Absences:

We encourage that appointments and other activities be scheduled after school hours. Students who miss school due to a planned absence are responsible for collecting all assignments from their teachers. Forms for planned prolonged absences (of 3 or more days) are available in the school office. Each student is required to have a form completed and signed by each teacher for classes which will be missed.

Missed/Make-up Assignments:

Assignments/tests not turned in on time are subject to receive a lower grade or may not be accepted at all. School policy states that students who are absent on the day of a test are required to take the test the day they return to school, unless previous arrangements have been made with the instructor. Make-up quizzes are at the teacher's discretion.

Students who are absent due to illness are responsible for getting homework assignments from the teacher or from other students in the class. For extended illness students or parents may contact the school to collect missing assignments. Students are required to hand in all missing assignments following an absence in a timely manner. It is the student's responsibility to make sure that she obtains all of the assignments and that she makes arrangements with each of her teachers to get the work completed and turned in.

Restrooms:

Students may ONLY use the restrooms on the 3rd floor.

Computers/Printing:

If a student needs something printed, they may email it to the school at: torahhs@yahoo.com. Students should be mindful of the office staff, and send printing in advance of when it is needed.

Master calendar/tests:

A master school calendar and grade level calendars are posted in the school office. Our school policy is that a student will have no more than two tests each day. Please note that a quiz does not count as a regular test, and is not included in this policy. If there are more than 2 tests mistakenly scheduled for the same day, students should let teachers know in a timely manner, not the day of the exam.

Leaving Class and Campus:

Students are allowed to leave the classroom for a drink of water or to use the restroom with teacher permission.

If a student must leave campus in the middle of the day, parents are required to notify the school office. Every student that leaves campus during school hours is required to sign out in the office. Students may not leave campus during school hours without first getting permission from an administrator.

Lockers:

Lockers are optional and are provided to students on a first come first serve basis. You may choose a locker for yourself during orientation or the first day of school. Not all students choose to use a locker. If you do decide to use a locker, it is suggested that you bring a lock to put on it.

Food:

Students may eat between classes and during lunch and break time in the Art Room, the Rotunda Room, and the Science Lab, as well as in outdoor spaces.

No homemade food is allowed to be brought to school to share. Any food items brought for a class party need to be marked with an approved Kosher symbol.

No outside food is allowed to be ordered to the school. The security guard will turn away any restaurants/delivery services attempting to deliver food.

No non-Kosher food items or food from non-Kosher restaurants may be brought to school.

Parking:

There is plenty of street parking available around the school. Most students park in the adjacent parking structure. Students are not permitted to park in the front parking lot at Congregation Beth Israel at any time.

Cell phones:

The cell phone rule will be strictly enforced. Cell phones may not be used during class time without the teacher's permission. Students may use cell phones during breaks.

If a student uses a cellphone during class time without permission, it will be taken away and turned in to the office.

- **First offense:** If confiscated in the morning, students will be able to pick up their phone from the office at lunch. If confiscated in the afternoon, students will be able to pick up their phone at the end of the day.
- **Second offense:** Phone will remain in the office until the end of the day.
- **Third offense:** Phone will remain in the office. *Parents must then come to the school office to retrieve it.*

If a parent needs to reach a student during the school day while the student is in class, they may call the school office at: 858-558-6880.

Music:

Students may not play any music out loud in the classroom. Teachers may give students special permission to listen to music through headphones while studying.

Personal Computers:

Laptops may be used in class to take notes, do school work, or for use with Zoom, only with permission from both the school office and the teacher. A teacher or staff member must be present when laptops are being used. Laptops may be used during break or during study hall for school purposes only. The same rules apply to laptops as cell phones: it will be taken away if a student uses a laptop for something other than school work, or during class without permission from the teacher.

Chromebooks:

Chromebooks are available to borrow in the office for school use only. They must be signed out and signed back in. When returning the Chromebook, please plug it in to the charging station.

Cheating:

Cheating is a serious offense. If a student copies work or allows work to be copied they will receive a zero on the assignment or test. Any student cheating risks being expelled from Torah High or other disciplinary action.

Communication with Parents:

We greatly value our partnership with parents and encourage all parents to read the weekly Torah High Update e-mail. Please call or e-mail us if you have a concern, want to request a conference with your child's teachers, or to speak with an administrator. If you wish to speak with a staff member, please call the school office and the teacher will return your call as soon as possible.

Please plan to attend our Parent Back to School Night which is scheduled on August 30th from 7:00 – 8:00 P.M.

Grades and Unsatisfactory Progress:

Report cards are issued four times a year. In addition, approximately every four to six weeks into each semester, Unsatisfactory Progress Notices will be mailed to the parents of students at risk. Notices will be sent to the parents of students receiving a "C-" grade or lower for each grading period or for any student not working up to expectations.

Grading Quarter Dates - 2023-2024

- Quarter I August 29th - November 10th
- Quarter II November 13th - January 26th
- Quarter III January 29th - March 29th
- Quarter IV April 1st - June 6th

Report cards are handed out to students the week following the end of the grading period and will be mailed to parents. Report cards I and III are progress reports and are not part of the student's permanent record.

Graduation Requirements:

In order to graduate from Torah High School, each student must fulfill the general academic requirements and **maintain a "C" average in both Judaic and Secular** classes. In order to advance into the next grade level at Torah High Schools, all students must maintain a "C" average in all of their Judaic and Secular classes.

AP Classes:

If a student is taking an AP class and wants to receive AP credit on her transcript, she will have to sign a **commitment letter** no later than November. Any student taking an AP class, who chooses not to take the exam may receive Honors Credit. There is a fee for each AP Exam. Prices for exams are based on the College Board's 2023-24 fee schedule and may be subject to change. Students may qualify for a reduced fee depending on family income - please contact the office for further information.

Homework Policy:

Teachers have been informed of all Jewish Holidays and base their homework policies accordingly.

Probation:

Any student who fails two subjects during each semester either in Judaic or Secular class, will be put on academic probation. A student on probation who does not make up the grades may be asked to leave the school.

Medication:

Prescription and Non-prescription:

Students are not permitted to take any medication prescribed or otherwise without checking with the office. All medicines brought on to the school campus must be checked and kept in the school office at all times. A medical form must be on file in the office for each student, stating that she may take over the counter medicine for a headache or pain. In order to take prescribed medication during the school day the student must have:

- A signed permission slip from a physician, or an original bottle indicating drug, dosage, and administration time.
- A signed permission slip from the parent or guardian indicating drug dosage and administration time.

Student Dress Code:

The student dress code is a key component in setting the appropriate learning environment in the school. Students are expected to come to school dressed neatly and modestly in appropriate school dress code daily. Questions regarding the dress code can be directed to the school office at 858-558-6880 or by email at torahhs@yahoo.com.

These guidelines apply equally to all school-related activities both on and off campus.

Any student who comes to school improperly dressed will be sent home (if necessary) to correct their uniform violation. The student will receive a warning for the first uniform violation. A second offense will result in a referral. A third offense will result in a referral and a parent conference with Rabbi Peikes. Any further offenses will result in a referral and an in-school suspension which will be included on the student's school record.

SKIRTS

- Students may wear black or gray, A-line or pleated skirts.
- Students may also wear black or gray midi skirts, without any slits.
- Skirts must cover knees at all times (even when sitting, walking etc.)
- Skirts may not be tight or form-fitting.
- Skirts are not permitted to be rolled up at the waist.

Skirts that fit these requirements may be ordered from Dennis Uniform, Lands' End (item #430803AL3, #430797AL1), and www.engelicuniforms.com.

Dennis Uniform does not have Torah High's uniform listed as an option in their online store, but YULA has the same uniforms as Torah High (with exception to the plaid skirt option). You can order uniforms online through Dennis by going to the YULA uniform site: <https://www.dennisuniform.com/schools/LA00FT>

Students whose skirt length does not meet school standards will be provided with a replacement skirt which should be laundered and returned the next school day.

TOPS

- Crew neck or collared shirts only.
- $\frac{3}{4}$ sleeve or long sleeve only.
- Necklines must cover collar bones and sleeves must cover elbows. It is not permitted to wear a scarf or use long hair to cover an unacceptable neckline.
- Shirts should not have any writing on them.
- Sheer material or tight/form-fitting shirts are not allowed.
- Shirts should be worn in their original condition, shirts that have been altered or tampered with are not allowed.
- Sweaters and hooded sweatshirts may be worn, but the hood should not be covering student's head during class time. Sweatshirts/sweaters may have writing on them, but the words/images cannot be rude, offensive, or include any profanity/obscenity, or otherwise communicate a message counter to Torah values.
- Students may wear any Torah High issued tops, sweaters, or sweatshirts.

GENERAL RULES

- Pants or pajamas are never permitted under skirts; however, shorts or black/gray colored leggings may be worn under skirts.
- Closed-toe, flat shoes are required everyday. Shoes must be worn at all times. Slippers are not allowed. High heels are not allowed.
- No hats, caps, beanies, or sunglasses may be worn at any time during class.
- Hair color must be a natural color. Whole or partial shaved hairstyles are not allowed. No piercings, other than ear piercings, are allowed.

Students whose tops do not meet school standards, will be provided with a Torah High issued shirt or sweatshirt to wear, which must be laundered and returned the next school day.

Students found to be wearing sweaters or sweatshirts in violation of the school policies will have to remove their sweater.

If a student's dress code violation can't be corrected at school, student may be sent home.

Inappropriate items to bring to school:

Skateboards and skate shoes are not permitted.

Headphones, earbuds, and any gaming devices are inappropriate in the classroom but may be used during private study periods or during breaks or lunch. If used during class they will be taken away.

Classroom Behavior:

Students are expected to be on their best behavior and to use appropriate language at Torah High Schools at all times. If a student breaks a rule or is disrespectful, a referral will be written.

A record will be maintained of each instance in which a student is subject to disciplinary action. If a student misbehaves, and a referral is written, it needs to be signed by the student and turned into the office. (see referral policy below.)

Referral Policy:

1st offense: Talk with the teacher or staff member. Student to be given a verbal warning which will be recorded in the student's personal record.

2nd Offense: A referral will be written and a copy sent to the office to be placed in the student's file. The student will be required to sign the referral. The student will be required to meet with Dr. Michaels or Rabbi Peikes to resolve the problem. The referral will be on file, but will not be a part of the student's personal permanent file. Parents will not be notified.

3rd Offense: If a student receives a third referral during the school semester, a copy will be sent to the parents, who will be asked to sign and return it to school. This referral will become a part of the student's personal record. Parents may be asked to attend a conference with the dean, along with their child, in order to address the problem. In the event that the parents live out of town, a telephone conference call will be set up or a visit may be required. There may be a one-day in-school suspension or lunch clean up (at the dean's discretion.) The school reserves the right to require on-going professional counseling for any student who has received three or more referrals.

4th Offense: In the event that another referral is issued during the semester the above rules apply; however, there may be a two day in-school suspension or home suspension (at the dean's discretion). If suspended, a parent, student, teacher, administrator(s) conference will be required before re-admission to the classroom.

5th Offense: In the event that a student receives four referrals in one semester, the above rules apply and the student may be asked to leave the school.

Emergency Procedures:

Fire drills can be expected at any time. When you hear the loud noise and see the flashing strobe in your classroom, please exit using the nearest stairs and come to the top of the adjacent parking structure. Please do not prop open doors or leave them open when exiting. The doors to the stairwells are fire doors designed to mitigate the spread of fire. Please exit as quickly and as quietly as you can. Torah High girls are role models for the preschool children at Beth Israel, so please be on your best behavior and make sure that you remain quiet until the "All Clear" signal is given.

Staff members are required to stay with their students in the event of an earthquake or other major emergency. No teacher or administrator will leave the school until the emergency is over and every student has been picked up by a responsible parent or guardian. During a disaster, students will be dismissed from the front of the school building by an administrator.

Emergency Earthquake Plan:

1. At first signs of an earthquake, duck and cover. Earthquake preparedness has advised that we remain indoors unless it is clearly unsafe for your class to remain in the building. After the tremors have ceased, move your class to the southeast quadrant of the parking lot.
2. Rabbi Peikes, Dr. Michaels, and Ms. Guenniche will be in charge of dismissing students to their parents and guardians and for making emergency decisions. **NO STUDENT MAY LEAVE WITHOUT CHECKING OUT.**

Lockdown Procedure:

In an event of a lockdown, an announcement will be made over the intercom. All doors are to be locked immediately and shades drawn. Students and staff are to remain silent and attempt to hide out of sight. When the lockdown is lifted, a representative from Torah High and Congregation Beth Israel will go to each classroom to inform the occupants it is safe to come out of lockdown.

We will review the lockdown procedures during the first weeks of school and practice the school-wide safety plan.

Davening Attendance:

Davening begins each morning at 8:50am. This year, there will be two davening groups. One davening group with Mrs. Adatto, and one davening class with Mrs. Abraham. Students may not use their cellphones during the Davening period. Each day you will receive a grade from 0-5 that is based on attendance. On your progress report, you will receive a numerical grade for Davening out of 100. Each semester, a student can be excused from up to 5 Davening periods.

Arrival Time at Davening	Daily Grade
8:50-8:55	5
8:56-9:05	3
9:06-9:15	1
Absent	0



Closing Message

Thank you for reading this handbook. Please feel free to offer any suggestions that you think would help make Torah High School a better or stronger school. We would appreciate any ideas that you have to improve our school.

Once again, welcome to the 2023-2024 school year. By working together we have the opportunity to make this a wonderful year for our students. With strong parent commitment, and our incredible teaching staff, Torah High School will reach new heights. The greater your support and help, the greater our accomplishments!